



634 State Road 19 PO Box 37, Marshall, WI 53559
www.townofmedina.org

Town of Medina Board of Supervisors
December 6, 2017 -- Town of Medina Garage
Monthly Meeting of the Town Board

The meeting was called to order at 7:00 PM by Chairman Weinberger

Present were Chairman Weinberger, Supervisors Sue Zingshiem, John Hellenbrand, Sam Anderson and John Ward, Clerk Ron Jacobson and Treasurer Lea Braithwaite. Also present were Patrolman Jim Hellenbrand, Phillip Braithwaite, Kim Kohler and Barb Kohler. Cathy Kozlowicz (Courier) arrived at 8:34 PM.

The Pledge of Allegiance was recited.

Meeting was posted Friday December 1, 2017 Town Garage, townofmedina.org.

ADMINISTRATIVE:

Approval of Previous Minutes: Motion by Supervisor Hellenbrand to approve the minutes from November 1, 2017, November 8, 2017 and November 21, 2017 as presented, 2nd by Supervisor Ward. **Roll Call Vote:** Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.

Monthly Operating Invoices and Summary Report: Clerk Jacobson discussed issues with the billings from Associated Appraisal (Revaluation Billing), Advanced Disposal (New Contract Amount) and Rural Insurance (Farm Bureau Charges). The operating invoices and summary report were reviewed with a motion to approve by Supervisor Ward, 2nd by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, motion carried 5-0.

Clerk's Report: Clerk Jacobson submitted a written report detailing reports and forms filed and, activities for the month of November, report not be complete due to the amount of activity.

Treasurer's Report: Treasurer Braithwaite presented the income report showing income of \$48,894.27 which included the final state aid payment and the sale of the 1986 Oshkosh.

Highway Report: Patrolman Hellenbrand reported that they completed rearranging the shop and salt shed, the electric line and signage are back on the salt shed, the trucks were prepared for plowing, the three trucks had undercoating applied, the JD boom mower had a hose replaced, the stolen road name signs have been replaced, additional cold patch work was completed, there was garbage picked up on several roads, they completed more tree trimming, the Oshkosh has been picked up, the village inspected the water lines in the shop and a back flow preventer had to be added to one connection.



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EMS-Fire Report: Supervisor Hellenbrand reported that there were thirteen applications for the two Fire/EMT positions. The selection process has begun and offers for the positions will be made around December 18th and employment would start in 2018.

Facility Needs Committee Report: Ron Jacobson reported that the next meeting of the committee is on December 13, 2017.

Public Appearances: Barb Kohler and Kim Kohler addressed the Town Board regarding trash and brush in Deansville, most in relationship to the Peterson properties. Chairman Weinberger reported that he was able to view the interior of part of the Peterson property and has established a new contact with an employee of Ray Peterson's. Chairman Weinberger indicated he will contact him to attempt to address the issues. Clerk Jacobson reported that when in the Deansville area he noticed that the Calendar Parking sign by the County Highway needs to be replaced and the post straightened.

OLD BUSINESS:

Action on Fire Proof Safe Agreement: Clerk Jacobson has purchased the Fire Proof Safe and it is in the Town Hall. The draft agreement was presented earlier in the Fall. The final agreement now includes the make and serial number. Motion by Supervisor Anderson to approve the Fire Proof Safe Agreement, seconded by Supervisor Zingshiem. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes motion carried 5-0.

Action on Updates to the Personnel Policy: Chairman Weinberger presented the recommended updates from the recent board meeting. The updates were reviewed on the TV screen by the Town Board with final revisions completed. Motion by Supervisor Anderson to approve the Personnel Policy as updated, seconded by Supervisor Zingshiem. **Roll Call Vote:** Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand Abstain, Supervisor Ward yes motion carried 4-0, Supervisor Hellenbrand abstained.

NEW BUSINESS:

Action on Updates to Patrolman Job Description: The Job Description was reviewed on the TV screen by the Town Board. It was concluded that a review of the designations needs to be cleaned up. Motion by Chairman Weinberger to table action on the Patrolman Job Description until the January meeting, seconded by Supervisor Anderson. **Roll Call Vote:** Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, motion carried 5-0.

Action on Updates to Assistant Patrolman Job Description: Motion by Chairman Weinberger to table action on the Assistant Patrolman Job Description until the January meeting, seconded by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Anderson yes, Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, motion carried 5-0.



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Action on Changing the January 2018 Meeting Date: The Town Board discussed changing the meeting date due to the holidays. Motion by Supervisor Anderson to change the meeting from January 3, 2018 to January 10, 2018, seconded by Supervisor Hellenbrand. **Roll Call Vote:** Supervisor Hellenbrand yes, Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, motion carried 5-0.

Action on Setting the Caucus Date: Clerk Jacobson informed the Town Board that the caucus needs to establish candidates for the two open Supervisor offices, the Caucus can be held prior to the January 10, 2018 meeting. Motion by Supervisor Hellenbrand to set the Caucus at 6:30 PM January 10, 2018, seconded by Chairman Weinberger. **Roll Call Vote:** Supervisor Ward yes, Supervisor Zingshiem yes, Chairman Weinberger yes, Supervisor Anderson yes, Supervisor Hellenbrand yes motion carried 5-0.

Presentation of the Election Workers List for 2018-2019: Clerk Jacobson presented a list of potential election workers to the Town Board.

Action on Highway Safety Training Session: Patrolman Hellenbrand indicated he has had the training offered in this session. No Town Board members were identified to attend the training. No action taken.

Discussion on Updating the Town Organization and Administration Ordinance: Chairman Weinberger discussed initial revisions to the existing ordinance and that he is reviewing the Town of Westport ordinance relating to this ordinance. Chairman Weinberger will work on revisions for the Town Board to review with a projection to have the update completed in March 2018.

Planning Session and Goals for 2018: Chairman Weinberger asked for town officials to identify the issues they feel are a priority to address in 2018. Supervisor Anderson - Town Facilities; Supervisor Hellenbrand - Town Facilities, Minimum Housing Ordinance; Supervisor Ward - Town Facilities, Road Work Planning; Supervisor Zingshiem – Ordinances; Treasurer Braithwaite – Fee Schedule, Delinquent Personal Property; Clerk Jacobson –Ordinance review and consolidation, web site, town file cleanup; Chairman Weinberger – TRIP, Minimum Housing, Administrative Ordinance, Comprehensive Plan Update along with new Town Needs Survey.

OTHER BUSINESS:

Correspondence: Clerk Jacobson notified the Town Board that he has received correspondence regarding updates to the labor law posters. The issue will be placed on the January 2018 agenda. Chairman Weinberger notified the Town Board that Town of Deerfield Supervisor Bill Roloff contacted him regarding the Dane County Towns Association. Chairman Weinberger invited Mr. Roloff to attend a Town Board meeting to make a presentation to the board.

Adjournment: Motion to adjourn by Supervisor Anderson, 2nd by Supervisor Hellenbrand. **Majority Vote:** Motion carried 5-0, Adjourn 9:23 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved January 10, 2018